

ITE5315

Project Planning

Step 1: Define your Project Deliverables.

- The project deliverables are the initial step of establishing your project scope. You have to be very specific about what you intend to accomplish with your task. A recommended tip is to apply the SMART rule to establish your project objectives:
- **S**pecific (the project scope shows precisely what you should achieve with the project)
- **M**easurable (the goal is measurable, not vague)
- **A**chievable (it is reasonable, and the team can realize it)
- **R**ealistic (it is achievable relatively quickly without overrunning the budget)
- **T**imely (it is feasible within the allocated time frame)

Step 2: Identify the Project Constraints

- Project constraints are the limiting factors that can affect the project's quality, delivery, and success.
- The next stage in good project planning is to identify potential stumbling blocks. What may cause significant delays?

Step 3: Create a timeline with milestones

- **Assign dates to every milestone:** Merely having milestones is not enough; you also need to assign dates to each; otherwise, your tasks will lack a feeling of importance, and you'll risk missing the deadline.
- **Have a contingency plan in place:** If you don't achieve a milestone, you'll have a strategy for getting to the next one on time.
- **Assign stakeholders to various aspects of the plan:** By giving names to particular scope items like resources, milestones and tasks, it becomes apparent what everyone's roles are, making the project operate more smoothly.

Use Gantt Chart

